

100301

Using the Internet in an Acceptable Way

Purpose: To establish a standard pertaining to the use of the State Network and the global Internet by state employees and other state network users.

STANDARD

While performing work-related functions, while on the job, or while using publicly owned or publicly provided information processing resources, state employees and other state network users shall be expected to use the State Network and the Internet responsibly and professionally and shall make no intentional use of these services in an illegal, malicious or obscene manner.

Each agency shall determine the extent of personal use its employees and other State Network users, under its control, may make of the State Network and the Internet.

Agencies that use the State Network shall prohibit users from the download and installation of unapproved software as defined by each agency's IT policies.

All files downloaded from a source external to the State Network shall be scanned for viruses, Trojan horses, worms or other destructive code for such harmful contents. This includes files obtained as email attachments and through any other file transfer mechanism. It shall be the responsibility of public employees and State Network users to help prevent the introduction or propagation of computer viruses. All agencies shall ensure that they have current software on their networks to prevent the introduction or propagation of computer viruses.

State employees and other state network users shall not access or attempt to gain access to any computer account which they are not authorized to access. They shall not access or attempt to access any portions of the State Network to which they are not authorized to have access. Public employees and other State Network users also shall not intercept or attempt to intercept data transmissions of any kind that they are not authorized to have access.

Operators of email services must create an [abuse@](#)<host domain name> account and other additional internal procedures to manage their email complaints. Users who receive email that they consider to be unacceptable according to this standard can choose to forward the original email message (including all headers) to the appropriate email [abuse@](#)<host domain name> account.

GUIDELINES

Agencies may want to address other acceptable use issues in their own internal policies on subjects such as use of instant messaging, and personal use of state computers.

ISO 27002 References

8.2.3 Disciplinary process

15.1.5 Prevention of misuse of information processing facilities